

GOVERNMENT OF PAKISTAN
MINISTRY OF COMMERCE

Subject: **TRAINING COURSE AT SECRETARIAT TRAINING INSTITUTE, ISLAMABAD.**

The Secretariat Training Institute has invited nominations for the following (Part-Time) training course: -

Sr. No.	Name of Training Course	Last Date
i.	Two-Week (Part Time) Training Course on "Duties and Responsibilities of Private Secretaries/Personal Assistants" from 05-12-2011 to 16-12-2011 for Private Secretaries/Personal Assistants and Stenographers/Stenotypists are also allowed to participate in the course for two hours daily from 08:30 a.m. to 10:30 a.m.	25-11-2011

2. Nominations of the suitable officers/officials may be forwarded to this Section with the approval of respective senior officers, as the last date mentioned therein.


(MARIA KAZI)
Section Officer (Admn-I)